

### § 1000.13

- (1) Office of the Budget;
- (2) Office of Hazard Identification and Reduction;
- (3) Office of Information and Public Affairs;
- (4) Office of Compliance;
- (5) Office of Planning and Evaluation;
- (6) Office of Human Resources Management;
- (7) Office of Information Services;
- (8) Directorate for Administration;
- (9) Directorate for Field Operations.
- (c) The following units report directly to the Assistant Executive Director for Hazard Identification and Reduction:
  - (1) Directorate for Economic Analysis;
  - (2) Directorate for Epidemiology;
  - (3) Directorate for Health Sciences;
  - (4) Directorate for Engineering Sciences;
  - (5) Directorate for Laboratory Sciences.

[61 FR 1707, Jan. 23, 1996, as amended at 64 FR 66579, Nov. 29, 1999]

### § 1000.13 Directives system.

The Commission maintains a Directives System which contains delegations of authority and descriptions of Commission programs, policies, and procedures. A complete set of directives is available for inspection in the public reading room at Commission headquarters.

### § 1000.14 Office of the General Counsel.

The Office of the General Counsel provides advice and counsel to the Commissioners and organizational components of the Commission on matters of law arising from operations of the Commission. It prepares the Commission's legislative program and comments on relevant legislative proposals originating elsewhere. The Office, in conjunction with the Department of Justice, is responsible for the conduct of all Federal court litigation to which the Commission is a party. The Office also advises the Commission on administrative litigation matters. The Office provides final legal review of and makes recommendations to the Commission on proposed product safety standards, rules, regulations, petition actions, and substantial hazard ac-

### 16 CFR Ch. II (1-1-00 Edition)

tions. It also provides legal review of certain procurement, personnel, and administrative actions and drafts documents for publication in the FEDERAL REGISTER.

### § 1000.15 Office of Congressional Relations.

The Office of Congressional Relations is the principal contact with the committees and members of Congress. It performs liaison duties for the Commission, provides information and assistance to Congress on matters of Commission policy, and coordinates testimony and appearances by Commissioners and agency personnel before Congress.

### § 1000.16 Office of the Secretary.

The Office of the Secretary prepares the Commission's agenda, schedules and coordinates Commission business at official meetings, and records, issues, and stores the official records of Commission actions. The Office prepares and publishes the Public Calendar under the Commission's Meetings Policy. The Office exercises joint responsibility with the Office of the General Counsel for the interpretation and application of the Privacy Act, Freedom of Information Act, and the Government in the Sunshine Act, and prepares reports required by these acts. It issues Commission decisions, orders, rules, and other official documents, including FEDERAL REGISTER notices, for and on behalf of the Commission and controls the use of the Commission seal. The Secretary of the Commission also serves as the agency's Advisory Committee Management Officer, and is responsible for managing the establishment, procedures, and accomplishments of all advisory committees utilized by the Commission. The Office supervises and administers the dockets of adjudicative proceedings before the Commission. The Office maintains the records of continuing guaranties of compliance with applicable standards of flammability issued under the Flammable Fabrics Act (FFA) which are filed with the Commission in accordance with provisions of section 8(a) of the FFA (15 U.S.C. 1197(a)). Upon request, the Office of the Secretary provides appropriate forms to persons and

## **Consumer Product Safety Commission**

## **§ 1000.21**

firms desiring to execute continuing guaranties under the FFA. The Office also supervises and administers the public reading room.

### **§ 1000.17 Office of the Inspector General.**

The Office of the Inspector General is an independent office established under the provisions of the Inspector General Act of 1978, 5 U.S.C. appendix, as amended by the Inspector General Act Amendments of 1988. This Office independently initiates, conducts, supervises, and coordinates audits, operations reviews, and investigations of Commission programs, activities, and operations. Reporting only to the Chairman, and under his or her general supervision, the Office also makes recommendations to promote economy, efficiency, and effectiveness within the Commission's programs and operations. The Office receives and investigates complaints or information concerning possible violations of law, rules, or regulations, mismanagement, abuse of authority, and waste of funds. It reviews existing and proposed legislation concerning the economy, efficiency, and effectiveness of such legislation on Commission operations.

### **§ 1000.18 Office of Equal Employment Opportunity and Minority Enterprise.**

The Office of Equal Employment Opportunity and Minority Enterprise assures compliance with all laws and regulations relating to equal employment opportunity in accordance with the Equal Employment Act of 1972, 29 CFR part 1613, and section 8(a) of the Small Business Act. The Office reports directly to the Chairman and provides advice to the Chairman and Commission staff on EEO matters and the agency Procurement Preference Program. The Office manages the discrimination complaint process, the Upward Mobility Program, the stay-in-school program, and other special emphasis activities having to do with affirmative action employment practices. The Office makes recommendations to the Chairman on ways to promote equal opportunity in order to enhance the Commission's EEO posture.

### **§ 1000.19 Office of Executive Director.**

The Executive Director with the assistance of the Deputy Executive Director, under the broad direction of the Chairman and in accordance with Commission policy, acts as the chief operating manager of the agency, supporting the development of the agency's budget and operating plan before and after Commission approval, and managing the execution of those plans. The Executive Director has direct line authority over the following directorates and offices: the Directorate for Administration, the Directorate for Field Operations, the Office of the Budget, the Office of Hazard Identification and Reduction, the Office of Information and Public Affairs, the Office of Compliance, the Office of Planning and Evaluation, the Office of Human Resources Management, and the Office of Information Services.

[59 FR 66673, Dec. 28, 1994, as amended at 60 FR 26825, May 19, 1995]

### **§ 1000.20 Office of the Budget.**

The Office of the Budget is responsible for overseeing the development of the Commission's budget. The Office, in consultation with other offices and directorates, prepares, for the Commission's approval, the annual budget requests to Congress and the Office of Management and Budget and the operating plans for each fiscal year. It manages the execution of the Commission's budget. The Office recommends to the Office of the Executive Director actions to enhance effectiveness of the Commission's programs and activities.

### **§ 1000.21 Office of Hazard Identification and Reduction.**

The Office of Hazard Identification and Reduction, under the direction of the Assistant Executive Director for Hazard Identification and Reduction, is responsible for managing the Commission's Hazard Identification and Analysis Program and its Hazard Assessment and Reduction Program. The Office reports to the Executive Director, and has line authority over the Directorates for Epidemiology and Health Sciences, Economic Analysis, Engineering Sciences, and Laboratory